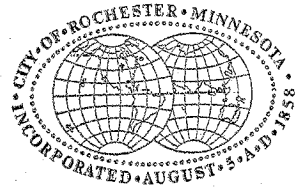




# ROCHESTER

*Minnesota*



## POLICE CIVIL SERVICE COMMISSION

RICHARD DALE      JAMES RUSSELL      MICHELLE LEAK

NOTICE OF EXAMINATION FOR THE POSITION OF POLICE OFFICER IN THE POLICE DEPARTMENT OF THE CITY OF ROCHESTER, MINNESOTA.

**NOTICE IS HEREBY GIVEN:** that an examination to establish an eligible list of candidates for the position of Police Officer in the Police Department of the City of Rochester, Minnesota, will be conducted on **Monday, May 17, 2004**. The written examination will be administered at the Mayo Civic Center in the Grand Ballroom, 30 Civic Center Dr, Rochester, Minnesota beginning at 9:00 a.m. Applicants may begin registering at 8:00 a.m. The oral interview, in-depth background investigation, medical, and psychological examinations will be conducted at a later date.

Application materials are available from the City of Rochester website [www.rochestermn.gov](http://www.rochestermn.gov) or the Human Resources Department, 201 4<sup>th</sup> St SE, Rochester, Minnesota. Completed applications must be returned to the Human Resources Department no later than 5:00 P.M. **Friday, April 16, 2004.**

### MINIMUM REQUIREMENTS

1. To be eligible to apply, applicants must meet **ONE** of the following licensing requirements:
  - A. Possess an "active" license in the State of Minnesota, meaning that the applicant has met POST Board approved requirements for obtaining and maintaining a valid license; **OR**
  - B. Possess an "inactive" license in the State of Minnesota, meaning that the applicant has previously held an "active" license and is eligible to reactivate it in this state; **OR**
  - C. Have successfully completed the POST Board approved professional Peace Officer education and skills requirements and passed the State of Minnesota "Peace Officer Licensing Examination" as of **September 15, 2004**; **OR**
  - D. Have completed basic police training or certification requirements in another state with which Minnesota has reciprocity, meaning that an out-of-state applicant has been found to be eligible to take the licensing examination in Minnesota or who has left Minnesota law enforcement prior to licensing and is eligible to take the reciprocity exam.
2. U.S. Citizen
3. Valid State of Minnesota driver's license or equivalent out-of-state license.
4. Shall not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or any offense in any other state or federal jurisdiction, which would have been a felony if committed in this state.
5. Must be free from any physical or psychological condition which might adversely affect the performance of the duties required of the position of Police Officer.

### NATURE OF WORK

General duty police work in protecting life and property, maintaining order, preventing crimes, apprehending criminals, and enforcing laws and ordinances.

### SCOPE AND SCORING OF EXAMINATIONS

Each qualified applicant for the position of Police Officer shall complete the following:

#### PHASE I

#### APPLICATION

**30%**

Each application shall be evaluated based on a 100-point rating system to assign value to education, experience, knowledge, skills, and abilities that relate most closely to the duties and responsibilities of the position.

**APPLICATION FEE**

An application fee of twenty-five (\$25.00) dollars shall be submitted when the application is submitted. An application will not be processed if the twenty-five (\$25.00) dollar fee is not submitted.

**WRITTEN EXAMINATION****70%**

Police Officer Video Examination (35%)  
Report Completion Exercise (RCE) (35%)

The scores obtained from the application and the written examination shall be combined and a preliminary rank order, including adjustment for veteran's preference, established. The Phase I scores will remain valid for one (1) year.

The number of candidates eligible to participate in Phase II will be determined by multiplying the number of anticipated vacancies times four (4) with a minimum number of eight (8) candidates interviewed regardless of the number of anticipated vacancies. The candidates to be interviewed will be taken from the list in rank order, starting at the top.

**PHASE II      ORAL INTERVIEW****100%**

The scores obtained from the oral interview and any adjustment for veteran's preference shall be ranked accordingly in order of their standing on the examination. The top three (3) ranking candidates shall be certified to the Mayor for appointment for each of the anticipated vacancies. The Phase II list will expire when the vacant positions are filled.

Those candidates who completed the oral interview but who were not appointed by the Mayor will remain on the Phase I list in order of their application and written examination scores. The Phase I scores will remain valid for one (1) year.

**PHASE III**

The Mayor's appointment shall be conditional upon each candidate's successful completion of the following additional examinations:

**IN-DEPTH BACKGROUND INVESTIGATION****PASS/FAIL****MEDICAL AND PSYCHOLOGICAL EXAMINATIONS****PASS/FAIL****A.      MEDICAL EXAMINATION**

(The medical examination includes successful completion of a drug screening.)

**B.      PSYCHOLOGICAL EXAMINATION**

If a candidate fails any of the above examinations, the next qualified candidate in rank order shall be so examined and the procedure shall be followed until there is an eligible candidate to be appointed.

**PHASE IV      PROBATIONARY PERIOD**

Upon appointment, a Police Officer is subject to successful completion of a one-year probationary period as outlined in Section 20A. Entry-Level Probationary Period of the Rochester Police Civil Service Rules and Regulations.

**COMPENSATION**

The 2004 starting hourly rate is \$20.401

**MISCELLANEOUS**

The City of Rochester does not have a residency requirement, but does require that a Police Officer be able to report to work within thirty (30) minutes of being called.

/s/ James Russell, Secretary  
POLICE CIVIL SERVICE COMMISSION